State of Idaho

Office of Information Technology Services
Executive Office of the Governor

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August 6, 2018

Re: Guidance for review and approval of IT purchases

Dear Directors,

This letter provides additional guidance on the review and approval of IT purchases in accordance with the Governor's letter dated July 5, 2018. As you may know, we are working with agencies under the Idaho Technology Authority (ITA) and the Information Technology Leadership Council (ITLC) to guide the exercise of our authority in establishing common solutions to common technology requirements. Having such solutions in place is an essential step to streamlining and improving our IT operations.

To that end and effective immediately, the following purchases require approval regardless of whether the purchase is made from a state contract: any technology that will be placed at or connect directly to the Chinden Campus; any IT security product or service; any software purchase exceeding $5,000 (including renewals or geospatial); VoIP components; or Wi-Fi components.

You can initiate the approval process by emailing ITapprovals@its.idaho.gov. Please include the exact product, price (this may be satisfied by attaching a quote or draft purchase order), and a brief description of purpose. By default, all requests that are not acted upon within ten (10) business days will be automatically approved. If circumstances require urgent approval, please contact me, my Deputy (Greg Zickau), or our Chief of Operations (Jon Pope).

The approval process and the items requiring approval will be adjusted as needed. A current list of systems, technologies, or functions requiring approval prior to purchasing will be posted at: https://its.idaho.gov/it-purchases-requiring-approval/. The list will be updated as appropriate, and we will notify IT managers when changes are made to the list or process.

We appreciate your support with this important change. Please feel free to contact me with any questions or concerns.

Sincerely,

Jeff Weak
Administrator

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